



To: City Council
CC: Interim City Manager Mark Achen
From: City Clerk Gail Davidson
Date: January 6, 2016
RE: Consent Agendas

City Council:

You will note the Regular Session agenda contains a Consent Agenda. This type of agenda item allows City Council to approve, by a single motion, second and vote, matters that have already been discussed by the entire Council or matters that are considered routine or non-controversial. A Consent Agenda allows for the meeting to proceed in a more efficient and timely manner. The agenda items will not be separately discussed unless a Councilor, City Staff, or a citizen requests an item be removed be discussed separately. Items removed from the Consent Agenda will then be considered under New Business.

If all of the Councilors who will vote on an item were not present for the initial discussion, then the item will not be placed on the Consent Agenda. For example, the minutes of the December 29, 2015, Special Session meeting must be considered separately. Not all Councilors were present at that meeting. Therefore, the minutes will not be considered under the Consent Agenda.

When a motion is made to approve the Consent Agenda, the Councilor making the motion should, for the record, include the list of the Consent Agenda items being considered in the vote.

Please let me know if you have any questions regarding the Consent Agenda process.
Thank you, Gail